

IMPORTANT POLICIES AND PROCEDURES TO REMEMBER WHEN USING THE LAB FOR THIS (OR OTHER) COURSE(S)

IMPORTANT RULES!!!

1. Installing or downloading programs onto the network or on workstations is NOT allowed without the classroom teacher's permission.
2. Sending, creating, storing, or displaying inappropriate mail, messages, documents, or files is not allowed on any school computer/network/resource
3. No food, drink, snacks, or gum is to be taken into or consumed in any room with a computer.
4. No programs on the computer network are allowed to be copied without the written permission of an Administrator
5. You are not allowed to exceed your user storage space maximum. For this reason you should clean out old or unwanted files regularly.
6. You should change your password every 30 days. Do not use a password that others could easily guess. It is your responsibility to maintain the security of your password and you may be held responsible for anyone who uses your USERID for inappropriate activities.
7. You will assume responsibility for any damage that you cause to any computer or computer components within the classroom. It is your responsibility to check that everything is in working order at the beginning and at the end of each class, and immediately report anything that is either damaged or missing to the classroom teacher.
8. All print jobs are subject to a fee of \$0.10 per page. \$10.00/100pages is provided at beginning of each year, and can be topped up.
9. Be sure to turn off your monitor and LOG OFF from your computer at the end of each class. Do not SHUTDOWN or RESTART the computer unless you have been advised to do so by the classroom teacher.
10. You are allowed to use a school computer to listen to music, play video games, only when given permission by a teacher. "Instant messaging", or visiting inappropriate web sites is not allowed.

Failure to adhere to any of the above rules – in addition to the rules outlined in the Network User Application and Agreement – will result in disciplinary measures that may include the loss of all comp